



OFFICE OF INJURED EMPLOYEE COUNSEL

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An Equal Opportunity Employer

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to the appropriate party.

Title: Executive Assistant II	Opening Date: 11/25/14	Application Deadline: Open Until Filled	Starting Salary: B19 \$3,520.33/month	Job # 15-085
Agency: Office of Injured Employee Counsel	Location: 7551 Metro Center Drive, Suite 100 Austin, Texas 78744			Travel Required: 10%

GENERAL DESCRIPTION

The Executive Assistant II is selected by and reports to the Public Counsel. Performs advanced, professional assistance for OIEC executive management. Work involves overseeing high-level administrative operations of the agency. Prepares, edits, and distributes various reports and correspondence for agency executives. Coordinates agency meetings and maintains the calendar and schedule for OIEC executives. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Observes all applicable agency policies and procedures, including adhering to established leave and attendance policies, safety rules and regulations, and use of state property.

Essential Job Functions include:

- Provides administrative and technical assistance to the Public Counsel.
- Coordinates and maintains the calendars, meetings, and schedules with various governmental agencies, legislative staff, and other organizations on behalf of OIEC executives.
- Provides technical support and guidance on administrative matters to agency executives, management, and other staff.
- Assists with organizing agency activities related to the legislature and communicating with legislators and legislative staff. May assist the Public Counsel with legislative requests for information and other matters.
- Develops and communicates administrative policies and procedures on behalf of the Public Counsel.
- Prepares, reviews, and disseminates agency reports, manuals, and other publications for OIEC executive management.
- Plans and implements administrative assignments, programs, and other matters for the agency.
- Prepares written communications regarding agency objectives and decisions.
- May assist executive management with budget preparation and other related fiscal duties or special projects.
- Performs other duties as assigned.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

Work Hours: Monday – Friday 8:00 am to 5:00 pm.

QUALIFICATIONS

Education/Experience: Three to five years full-time experience in a technical program area and administration management at the executive assistant level. Graduation from an accredited four-year college or university with major coursework in business administration or related field is preferred. Prior executive assistant experience with a state agency is strongly preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES

Applicant should have demonstrated:

- knowledge of accepted business practices and administrative procedures;
- knowledge of applicable rules and regulations and related legislative practices and procedures;
- skill in the use of standard office equipment and software;
- ability to handle high-level administrative issues;
- ability to gain knowledge of OIEC rules, regulations, policies, and procedures;
- ability to implement administrative procedures and to evaluate their effectiveness;
- ability to maintain working relationships with supervisors, co-workers, and to work with the public;
- ability to effectively communicate verbally and in writing with customers in individual or group settings;
- ability to gather information and/or explain policies/procedures in a courteous, precise, comprehensible manner.

Apply by submitting a State of Texas Application to the above address.

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with OIEC over other applicants for the same position that do not have a greater qualification. Tex. Gov't Code §657.003.

An individual who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification. Tex. Gov't Code §672.002